Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10317
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 10
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 5

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10317

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 12/29/76
PAGES : 12

SUBJECTS :
HSCA, ADMINISTRATION
BROWN, CLAIRE, L.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

[R] - ITEM IS RESTRICTED

BROWN, C.L.
Name of Employee

Address

Address

Phone Number

Position Title

Position Number | Level | Step

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD

1977
YEAR

DATE OF APPOINTMENT
12-29-76

PRIOR FEDERAL SERVICE	
Years	Months

ANNUAL LEAVE CATEGORY

- 1.0 ☐
- 1.5 ☐
- 2.0 ☐

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
–	–

Month	DAY OF MONTH 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan.																															
Feb.																															
Mar.																															
Apr.																															
May																															
June																															
July																															
Aug.																															
Sept.	A					A	A	A	X			X	X	X	X	X			X	X											
Oct.																															
Nov.																															
Dec.																															

Month	ACCRUED THIS MONTH Annual Leave	Sick Leave	AVAILABLE THIS MONTH Annual Leave	Sick Leave	USED THIS MONTH Annual Leave	Sick Leave	BALANCE AT CLOSE OF MONTH Annual Leave	Sick Leave	EMPLOYEE INITIALS
Jan.	1	1					1	1	
Feb.	1	1					2	2	
Mar.	1	1					3	3	
Apr.	1	1					4	4	
May	1	1					5	5	
June	1	1					6	6	
July	1	1					7	7	
Aug.	1	1					8	8	
Sept.			8	8	8		0	8	
Oct.									
Nov.									
Dec.									

Terminated 9/20/77

- [diagonal] = 0.5 day annual leave
- [X] = 1.0 day annual leave
- [S/] = 0.5 day sick leave
- [S] or [S/S] = 1.0 day sick leave
- [A/] = 0.5 day administrative leave
- [A] or [A/A] = 1.0 day administrative leave
- [U/] = 0.5 day unauthorized absence
- [U] or [U/U] = 1.0 day unauthorized absence
- [half shaded] = 0.5 day leave without pay
- [shaded] = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature | Date
(If employee refuses to sign, state reason below.)

Chief's Signature | Date

Approved: Clerk of the House | Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

CLAIRE L. BROWN
5021 Seminary Road, #1104
Alexandria, Virginia 22311

(703) 379-1379

Voting Residence: Georgia

CAREER OBJECTIVE

To develop and improve communication, understanding, programming, and/or policy between the Federal Government and State and local agencies and associations.

EXPERIENCE SUMMARY

- Extensive experience evaluating and interpreting Federal education legislation and regulations to determine the impact on State and local educational agencies.
- Congressional and Executive liaison to Senate, House, and education associations responsible for analyzing and evaluating legislation and Federal regulations.
- Related experience in curriculum planning and educational research and in library and education programming on the local, State, and Federal level.
- Reviewed with education association executives, the impact of pending legislation on their interest group.
- Five years experience as a public school librarian and teacher.

EDUCATION

Henry Grady High School, Atlanta, Georgia, 1965.
B.S., Ohio State University, 1969. (Education)
M.S., Boston University, 1970. (Library Science) (Audio-Visual Education)

PROFESSIONAL EXPERIENCE

PROGRAM ASSISTANT, Office of Libraries and Learning Resources, U.S. Office of Ed., Washington, D.C. Researched and analyzed completion reports, compiled statistical information, and wrote a comprehensive national summary of public library construction from Federal funds. (1976)

LIBRARIAN, Office of Career Education, U.S. Office of Education, Wash., D.C. Implemented a resource center of available career education materials from all over the U.S. Wrote annotated bibliographies of specialized materials on women and on the mentally and physically handicapped. (1976)

CONSULTANT, D.A. Lewis Associates, Inc., Clinton, Maryland. Researched, wrote, and developed contract proposals in response to U.S. Gov't. R.F.P.'s, particularly in library and Indian education programs. (1976)

ADMINISTRATIVE ASSISTANT, Committee for Full Funding of Education Programs, Washington, D.C. Served as principal personal assistant to the Exec. Dir. and worked with him in all phases of the operation. Worked as liaison with Executive and Legislative branches of government for other groups interested in educational funding (public schools, universities, libraries, handicapped, etc.) to coordinate an effort for full funding of education programs on a Federal level. Initiated legislative communications (phone & letter) to inform members and association executives of pending bills. Attended hearings and meetings, reviewed and analyzed Congressional Records and Federal Registers, and managed the financial records of the Committee. Collected and organized bills, reports, and background materials on pending education appropriations and budget legislation. (1975)

LANDLORD-TENANT INVESTIGATOR, City of Alexandria, Alexandria, Virginia. Served as liaison between landlords and tenants in disputes, and as an authority on Virginia housing regulations. Achieved recognition for outstanding negotiations between a tenant and the Virginia Power Co. (VEPCO). Resolved problems dealing with rent increases, utility bills, and the absence of landlord-tenant contract-provided services. (1975)

STAFF ASSISTANT, Senator Herman Talmadge (Ga.), Washington, D.C. Helped to edit the final volume of the Watergate Report, and assisted with bookkeeping concerns on the Watergate Committee. Drafted legislative correspondence for the Senate Agriculture Committee in response to constituent requests. (1974)

ASSISTANT LEGISLATIVE AIDE & CASEWORKER, Congressman Gus Yatron (Pa.), Wash., D.C. Investigated and responded to constituent concerns in legislation, and to their problems with social security and black lung disability benefits. (1974)

SCHOOL LIBRARIAN, DeKalb County School System, Decatur, Georgia. Achieved recognition both locally and system-wide for implementing the "open-library" concept in media centers. Responsible for all reference, acquisitions, cataloging, and processing of materials. Member of curriculum planning committees for all subjects, grades 1-7 and planned course curriculum content for library training. Supervised, managed, and trained a large staff, analyzed school and community needs, and held budget conferences with administrators. Designed and implemented all policies within the library, prepared bibliographies, and conducted special research projects for the principal and led seminars for librarians. (1970-1974)

GRADUATE ASSISTANT, to the Associate Dean for Undergraduate Studies, School of Education, Boston University, Boston, Mass. Collected and organized statistical data used in evaluating various programs at the University, drafted and edited documents, and served as coordinator for public relations activities in relation to the University's centennial celebration. (1969-1970)

TEACHER, Columbus Public School System, Columbus, Ohio. Taught all subjects in the inner-city to low-income 2nd/3rd graders. Worked with different Federal low-income programs and officials, including ESEA, Title I, and Headstart. (1969)

ASSOCIATIONS AND HONORS

Georgia Association of Educators
American Library Association
Pi Lambda Theta, National Education Honor Society
Dean's List
Alumni Associations of Ohio State and Boston Universities
Member and active participant in the Smithsonian Institute and the Kennedy Center

HOBBIES AND INTERESTS

Travel, Current Events, Photography, Guitar, and Reading

References upon request

(202) 225-4624

Select Committee on Assassinations
U.S. House of Representatives
3331 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

August 23, 1977

G. Robert Blakey, Chief Counsel and Director
House Select Committee on Assassinations
3342 House Office Building, Annex 2
Washington, D.C. 20515

Dear Professor Blakey:

Pursuant to our conversation of yesterday, August 22, 1977, and my subsequent conversation with Donovan L. Gay, Chief Researcher, of August 23, 1977, I hereby tender my resignation with the House Select Committee on Assassinations effective September 20, 1977.

I have enjoyed my work at the Committee and I hope that my research as well as that of others will aid in finding the truth and in bringing a satisfying end to these investigations.

Sincerely

Claire L. Brown

Claire L. Brown

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Claire L. Brown 9	9/20/77
Employee Social Security Number	**Type of Action**
258 72 6151	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Researcher	$15,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date September 15, 19 77 ______________________
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ______________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Claire L. Brown	5/1/77
Employee Social Security Number	**Type of Action**
258 72 6151	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$15,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 10, 1977 ____________
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______

Monthly Annuity $______.00

FO 5/11

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Claire L. Brown	4/1/77
Employee Social Security Number	**Type of Action**
258 72 6151	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$30,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29, 1977

____
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Claire L. Brown	1/3/77
Employee Social Security Number	**Type of Action**
258 72 6151	☐ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☐ Special or Select Committee: Authority—H. Res. 11 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level_____ Step_____

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date__________, 19 77

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

DUCB 146
Rev. 8/71

7241
364

DISTRICT UNEMPLOYMENT COMPENSATION BOARD

Sent to Kevin
Memo. S.S.#

MAIL CLAIM

S. S. No. Claimant's Name

PART ONE

1. I claim unemployment insurance benefits for the calendar week which began Sunday, Dec. 26, 1976 and ended Saturday, Jan. 1, 1977

For the calendar week shown above:

a. I was available for and actively seeking work (✓) Yes ( ) No
b. I was physically able to work (✓) Yes ( ) No
c. I claimed or was receiving education, training or subsistence allowance from the Veterans Administration ( ) Yes (✓) No
d. I claimed or was receiving unemployment insurance benefits under another Federal or State Law ( ) Yes (✓) No
e. I claimed or was receiving a retirement pension or annuity ( ) Yes (✓) No
f. I was totally unemployed ( ) Yes (✓) No
(If your answer to item (f) is "Yes," do not complete item (g) below.)
g. I worked (✓) full time ( ) part time and earned, before deductions, $ 83.33

2. This claim is filed by mail because:

☒ a. I became employed. Date of employment Dec. 29, 1976

Employer's Name U.S. House of Representatives, House Select Committee on Assassinations

Employer's Address 3342 H.O.B. #2, Washington, D.C. 20515

☐ b. Other than employment. Reason

IMPORTANT: If you started to work during the calendar week claimed in item 1, you must have your employer complete Part Two below.

I certify the above statements are true. I am aware that the law imposes penalties for false statements made in connection with this claim.

Claire L. Brown — Claimant's Signature
5021 Seminary Rd. #1104 Alexandria, Va. 22311 — Address
1/27/77 — Date

PART TWO

LOW EARNINGS REPORT—To be completed by the employer and delivered to the claimant at his request.

1. During the CALENDAR WEEK beginning SUNDAY Dec. 26, 1976 and ending SATURDAY Jan. 1, 1977 (NOT your payroll week, if different), this employee worked ☒ FULL TIME ☐ PART TIME
2. His *gross earnings payable before deductions,* which include tips, cash value of meals, lodgings, and all other remuneration for that week were $ 83.33.
3. If separated, enter date . Explain reason for separation
4. Employer's Name and Address U.S. House of Representatives, Select Committee on Assassinations
Washington, D.C. 20515

Rebecca W. Martin — (Signature of authorized official) 2720
Jan. 27, 1977 — (Date)
Rebecca W. Martin — (Person who may be contacted)
225-2980 — (Phone No.)

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Claire L. Brown	December 29, 1976
Employee Social Security Number	**Type of Action**
	☒ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Researcher	$15,[illegible].00

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number__________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 29, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related ✓

I am related by the following relationship ______________

Claire L. Brown
Signature of Employee

Jan. 10, 1977
Date